

# ***4th Estate Quota Management & ACQTAS Help Desk***



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**February 27, 2008**

# *Agenda*

## **Quota Management and ACQTAS Help Desk:**

- 1. ACQTAS Help Desk - update**
- 2. Reservation Statistics - FY 08 - YTD**
- 3. CAP Situation for DAU Courses - FY 08**
- 4. Quota Management - Early reservations**
- 5. ACQTAS Enhancement - Move Feature**



# **1. ACQTAS Help Desk**

## **Help Desk Overview**

The ACQTAS Help Desk provides support for the Acquisition Workforce members, as well as Supervisors and Quota Managers. Hours of operation are from 7:30 AM to 5:30 PM (EST), Monday through Friday. A voicemail system receives calls outside of operating hours, which are then returned the next business day.

**Telephone: 703-645-0161**

**Email: ACQTASHelp@dau.mil**

The ACQTAS Help Desk fielded 723 emails and 272 phone calls during the First Quarter (01 Oct – 31 Dec 2008).

## ***2. Reservation Statistics***

### **Reservation Statistics - YTD:**

**FY 08 / Q1 = 1063**

**FY 07 / Q1 = 889**

**Increase = 174 (20%)**

- Reservations made during the first quarter of FY 08 totaled 1,063. This is an increase of 174 reservations, or 20%, over the first quarter of FY 07.
- This is a direct result of the excellent start made by 4<sup>th</sup> Estate Agencies in May, June and July of 2007.
- Quota Managers should continue to communicate with Acquisition Workforce employees and encourage them to make as many reservations for the remainder of the FY as soon as possible.

### ***3. CAP Situation***

## **CAP Situation for DAU Courses for FY 08**

- The 4<sup>th</sup> Estate (quota source KA) has met its CAP in five DAU courses (as of 13 Feb 2008):
  - BCF 203, BCF 211, CON 215, GRT 201, PQM 301.
- KA is below 10% of remaining CAP in seven DAU courses (as of 13 Feb 2008):
  - CON 100, CON 120, BCF 262, CON 353, ACQ 404, CON 234, CON 218.
- Statistics for these courses (on next slide):

# 3. CAP Situation

## CAP Met and Low CAP - FY 08

CAP Stats - 4th Estate							
ATRRS Data-On-Demand (as of 2/12/2008)							
Course	Original Cap Value	Current Cap Value	Quotas	Reservations	Unused Quotas	Cap Difference	Low CAP Percentage
BCF 203 (DAU)	86	101	86	101	0	Cap Met	0.0%
BCF 211	70	92	92	73	19	Cap Met	0.0%
CON 215 (DAU)	413	443	443	321	122	Cap Met	0.0%
GRT 201 (DAU)	40	47	45	44	3	Cap Met	0.0%
PQM 301 (DAU)	65	73	66	70	3	Cap Met	0.0%
CON 100 (DAU)	390	535	528	347	186	2	0.4%
CON 120 (DAU)	385	460	448	297	156	7	1.5%
BCF 262 (DAU)	130	139	127	123	13	3	2.2%
CON 353	200	205	197	193	6	6	2.9%
ACQ 404 (DAU)	13	13	12	8	4	1	7.7%
CON 234 (DAU)	29	46	31	19	23	4	8.7%
CON 218 (DAU)	427	469	422	276	148	45	9.6%

### 3. CAP Situation

## CAP Situation for DAU Courses for FY 08

- Contracting is the primary Career Field in which we are experiencing CAP shortages. DAU Scheduling is working with us and the Services, to alleviate shortages in Contracting courses.
- The current CAP situation is normal for this time of year. The DACM office has been requesting additional CAP in these courses and will continue to do so. DAU Scheduling will accommodate and provide more CAP if possible.
- If you get “CAP met” warnings when attempting to make reservations, contact the DoD DACM office. A request to DAU for a CAP increase will be initiated.

## **4. Quota Management - Early reservations**

### **Early Reservations and CAP**

- As we just discussed, 4<sup>th</sup> Estate CAPs are running low or running out in many DAU courses. This is evidence of the importance of making reservations as soon as they are available in May.
- Early reservations result in:
  - 1. students having a much better selection in classes,
  - 2. students avoiding “CAP met” issues, and
  - 3. students being able to make more cost effective reservations, which results in substantial savings in the annual DAU travel budget.
- Spring of 2007 was the best FY start in the past 3 years (statistics on next slide):



## ***4. Quota Management - Early reservations***

### **Early Reservations and CAP**

#### **Reservation Stats - FY 06 / 07 / 08:**

<b>4th Estate Quota Statistics</b>			
<b>Reservations - classroom only</b>			
<b>MONTH</b>	<b>FY06</b>	<b>FY07</b>	<b>FY08</b>
<b>MAY</b>	<b>788</b>	<b>869</b>	<b>780</b>
<b>JUNE</b>	<b>181</b>	<b>307</b>	<b>829</b>
<b>JULY</b>	<b>174</b>	<b>255</b>	<b>595</b>
<b>TOTAL</b>	<b>1143</b>	<b>1431</b>	<b>2204</b>
<b>INCREASE over Previous FY</b>	<b>n/a</b>	<b>25%</b>	<b>54%</b>
<b>INCREASE over Previous FY</b>	<b>n/a</b>	<b>288</b>	<b>773</b>

# 5. ACQTAS Enhancement - Move feature

This feature allows Quota Managers to move one or more students from one class to another class in one step, without having to cancel existing reservations first. This is scheduled to be available by 21 Feb 2008.

Acquisition Training Application System (ACQTAS)

Quota Manager Functions	Employees	Student Applications
Process/Review Applications		
Student Profiles		
View Supervisor / Training Coordinator Pending Applications		
Cancellation Management		
View No Shows		
Individual Development Plan		
Travel Management		
Quota Management		
ATRRS Reservation History		
Update ACQTAS POCs		
Update DCMA POCs		
Search for Applications by Email		
DEERS functions for ACQTAS		
Cost Effective Travel Reports		
Swap Applications		
Move Students		
Generate Student Application		

Dashboard Display: ☐ On ☒ Off

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# 5. ACQTAS Enhancement - Move Feature

1. Choose the FY, Course and Class where students are to be moved from.

## Acquisition Training Application System (ACQTAS)



2/13/2008

### Acquisition Training Application System (ACQTAS)

Select the course information to move students.

#### Step 1 - Select a Fiscal Year

FY: 2008 ▼

#### Step 2 - Select a Course

Course: CON 100 (DAU) - SHAPING SMART BUSINESS ARRANGEMENTS ▼

#### Step 3 - Select a Class

Class Info: SCH: 501 - CLS: 012 - Phase: - Start Date: 1/15/2008 ▼

#### Step 5 - Submit

Press the 'Submit' button to continue.

**Submit**

# 5. ACQTAS Enhancement - Move Feature

2. Choose the FY, School and Class where students are to be moved to. Then, click on “Display List” to show the list of students that can be moved.

## Acquisition Training Application System (ACQTAS)

M



2/13/2008

### Acquisition Training Application System (ACQTAS)

Select the course information to move students.

Please enter the Class information in the text fields below, then click on the appropriate option button to determine which students will get moved to the marked with \* are required.

**Move Students From**

Fiscal Year: 2008

School: 501

Course:  
CON 100 (DAU)

Phase:

Class: 012

**Move Students To**

\*Fiscal Year: 2008

\*School: 501

Course: CON 100 (DAU) Phase:

\*Class: 703

**Display List**

**New Search**

# 5. ACQTAS Enhancement - Move Feature

3. Select the Students that are to be moved, then click "Submit".

## Acquisition Training Application System (ACQTAS)

Please enter the Class information in the text fields below, then click on the appropriate option button to determine which students will get moved to marked with \* are required.

**Move Students From**

Fiscal Year: 2008

School: 501

Course:  
CON 100 (DAU)

Phase:

Class: 012

**Move Students To**

\*Fiscal Year: 2008

\*School: 501

Course: CON 100 (DAU) Phase:

\*Class: 703

**Display List**

**New Search**

Search For:

☒ Name

☐ SSN

**Go**

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Select	SSN	Name	QS	SQS	RESSTAT	INPSTAT	OUTSTAT	REASONCD	Result
<input checked="" type="checkbox"/>		ABDULLAH HADIZA	KA	5Q	W				
		ARMSTRONG KATE A	UM	38	R				
<input checked="" type="checkbox"/>		BANKS HERMA J	KA	KP	C				
		BOUCHELLE LISA M	UM	38	R				
		BREVARD DIETRA S	UM	38	R				
<input type="checkbox"/>		GRAY CHRISTOPHER A	KA	KP	R				

**Submit**

# 5. ACQTAS Enhancement - Move Feature

Selected Students have now been moved to the new class and old reservations have been cancelled. The advantage is that Quota Managers can create new reservations without having to risk losing the current reservations.

## Acquisition Training Application System (ACQTAS)

Move Students From

Fiscal Year: 2008

School: 501

Course:  
CON 100 (DAU)

Phase:

Class: 703

Move Students To

\*Fiscal Year: 2008

\*School: 501

Course: CON 100 (DAU) Phase:

\*Class: 012

Display List

New Search

Search For:



Name



SSN



Page 1 of 3 >>

Select	SSN	Name	QS	SQS	RESSTAT	INPSTAT	OUTSTAT	REASONCD	Result
		ABDULLAH HADIZA	KA	5Q	W				Student Moved
<input type="checkbox"/>		ACOSTA LESLIE	KA	5L	W				
<input type="checkbox"/>		AGATE SHARON L	KA	5J	W				
<input type="checkbox"/>		AMATO MATTHEW C	KA	5L	W				
		ARMES RACHEL E	UM	04	C				
		BANKS HERMAJ	KA	KP	C				Student Moved

# 6. Quota Management

## Suggestions:

1. COMMUNICATION: Stay in contact with your Acquisition Workforce employees and encourage them to continue to make their DAU training reservations as soon as possible in the coming months.
2. MULTIPLE WAITS: Be sure that your employees know that they can, and should, make multiple waits when they can not obtain a reservation. A student can make as many waits as they want for any course. The first class with a vacant seat will cause a wait to "roll into" a reservation, and automatically cancel the remaining waits.
3. WALK-INS: Encourage students to walk into a class if they can not get a reservation in a local class. A "walk in" can help a student fulfill their training needs and fill an otherwise vacant seat, and the reservation does not use a quota from the CAP.
4. PREPAREDNESS: Get the word out in May to alert the Acquisition Workforce employees in your Agency to make all their FY 09 reservations starting in May, and no later than July of 2008.

## *Summary*

If you need assistance in the area of Quota Management to help you achieve your Acquisition goals, please let me know!

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